



COUNTY OF LOS ANGELES
CHIEF INFORMATION OFFICE

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To: Supervisor Yvonne Brathwaite Burke, Chair
Supervisor Don Knabe, Chair Pro Tem
Supervisor Gloria Molina
Supervisor Zev Yaroslavsky
Supervisor Michael D. Antonovich

From: Jon W. Fullinwider
Chief Information Officer

STATUS ON RECOMMENDATION CONCERNING E-DOCUMENTING PROJECTS

This memo is in response to your Board's motion of August 6, 2002, instructing my office, together with the Director of Personnel and the Registrar-Recorder/County Clerk, to review various ongoing e-documenting/electronic document management system (EDMS) projects that might be used as a model(s) demonstrating opportunities for improved efficiency within the County, and to report back to you with recommendations. The following information provides a current status on our efforts to respond to this motion.

We are working to complete the survey of departments with projects that fit under the broad label of EDMS. We have reviewed Business Automation Plans (BAPs) for fiscal year 2002-2003 to capture information about EDMS projects that were described in the BAPs. A current survey of departments is required to capture information on those departments that identified business needs that required EDMS solutions, after submission of their BAPs. We are completing and compiling this updated information.

The preliminary results of the survey information compiled to date has identified that seven (7) departments (Sheriff, ISAB, Registrar-Recorder/County Clerk, Auditor-Controller, Auditor-Controller, Treasurer-Tax Collector, Public Works, County Counsel and the Chief Administrative Office) have production EDMS applications in use. The range of EDMS functionality includes imaging – archival storage and management of previously paper documents to more complex optical character recognition and integrated workflow applications.

Two (2) departments are planning projects that involve upgrades to existing applications (to add or improve workflow functionality). There is also one (1) department that is planning the implementation of an EDMS application providing imaging and document management. To date, we have not identified any applications or projects that incorporate the use of digital or electronic signatures although multiple organizations are investigating that technology.

My office will provide your Board with a progress report within the next 60 days, and each 60 days thereafter, until a final report is issued. We will complete the summary of the survey and bring the data together with recommendations for next steps within that report.

If you have questions or require additional information, please contact me at 213.974.2008, or in my absence, Jonathan Williams at 213.974.2080.

JWF:GM:
EB:ygd

c: Director of Personnel, DHR
Registrar-Recorder/County Clerk
Susan Toy Stern, Chief Deputy, DHR
Chair, Information Systems Commission